Application Name: _____ Date: _____

Acceptable: _____ Not Acceptable: _____ (need information listed below)

Contingency Plan Roadmap

Potential Impact

1. ____What are the key user-processes that your application/hardware supports?
2. ____What impact would a Y2K failure have on students/staff, users and technical support?
3. ____What is the earliest date that you anticipate Y2K-related problems to occur?
4. ____What impact will executing the contingency plan have on the users and students/staff?
5. ____How long can students/staff and users survive on a day-to-day basis without access to your application/hardware? (e.g., is the system mission critical or can LAUSD operate completely without it for some period of time)
6. ____For each system that interfaces with your application/hardware, what impact would result from the failure of that partner system?

Contingency Planning

7. ____Who would you notify in the event of a Y2K-caused problem?
8. What steps would need to be taken in the event of the following Y2K-caused problems:
   - Loss of power____
   - Loss of environmental controls____
   - Breaches of security____
   - Interruptions of internal/external communications____
   - Systems hang-up or shutdown____
   - Degradation of performance____
   - Irrational data presented to user____
   - Produces results with incorrect, but acceptable errors____
   - Files corrupted or "lost"____
   - Unreliable/unpredictable results____
   - Y2k repair/replacement incomplete____
9. ____What is the resource plan for operating in contingency mode? (e.g., staffing, scheduling, materials, supplies, facilities, temporary hardware and software, communications, etc.)
10. ____What are the roles, responsibilities, and authority of all resources involved in the contingency plan?
11. ____How long can operations continue in contingency operating mode? (optional)
12. ____What are the procedures for invoking and operating under the contingency plan?

Preplanning

13. ____What preparations should be made in order to operate in contingency mode? (e.g., functional testing practicing contingency drill, purchasing supplies, communications, etc.)
14. ____What additional training is required to implement the contingency plan? (optional)
15. ____What steps need to be taken to preserve and protect system data?
16. ____Who is responsible for informing users of the possibility of utilizing the contingency plan?

Recovery

17. ____What are the criteria and procedures for returning to normal operations (including recovering lost or damaged data, inputting data compiled during contingency mode, etc.)?
18. What resources and support are required for returning to normal operations?